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A G E N D A

OFFICE OF LOGISTICS PRESENTATION
TO THE DEPUTY DIRECTOR FOR ADMINISTRATION
ON 4th-QUARTER FY 85 ACTIVITIES

Room 2C19,
Monday, 25 November 1985
1400 hours

Presentation of "OL Employee of
the Quarter" Awards

Harry Fitzwater, DDA

Overview of OL Activities/
Accomplishments for 4th Quarter

IMSS

Integrated Logistics Support Plan

HOME

Headquarters-Compound Traffic
Management/Parking Plan, FY 87

NBPO
HOME

Trends in Agency Contracting
Activities

PMS

Significant FY-85 Accomplishments

D/L

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STAT

MEMORANDUM

MFR: Per [] 10/31/85, Bid Pkg 1 was for site preparation, wall, and parking deck. Bid Pkg 2 is the new bldg itself. Bid Pkg 3 is renovation of Power House. Bid Pkg 4 is Small Business set-aside: (Part 1: the security checkpoint at the gate off 123, and resurfacing the roads; Part 2: 850,000 sq ft of new carpeting. The amount for Part 1 is 5.8 million now. They're revisiting Part II to see if the contractor for the new bldg can deal directly w/the small business contractor so the Agency has only one focal-point contact.)

EF

Date

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OFFICE OF LOGISTICS PRESENTATION
TO THE DEPUTY DIRECTOR FOR ADMINISTRATION
ON 4th-QUARTER FY 85 ACTIVITIES

d/c Quarterly

Room 2C19, [REDACTED]
Monday, 25 November 1985
1400 hours

Opening

Presentation of "OL Employee of
the Quarter" Awards



Getting D/c

P:TS

Harry Fitzwater, DDA

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getting d/c
Henry Mahoney, D/L

**OUR NEXT PRESENTATION WILL BE AN OVERVIEW OF OL
ACTIVITIES AND ACCOMPLISHMENTS FOR THE 4TH QUARTER**

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NBPO

NEW BUILDING ACTIVITIES

(Logo)

7/7/84

Bid Package 1

- . Power house work - on schedule
- . Utility services - south side
- . Sanitary and storm sewers upgraded

WITH REGARD TO

New Bldg activities, Bid Package 1 was completed except for minor punch-list items.

Work on the power house should be finished early next fall.

Redundant utility service now exists for the south side and the sewers to the Fairfax Pumping Station have been upgraded.

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2

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NEW BUILDING ACTIVITIES

Bid Package 2

No slide

Awarded

Superstructure 65% complete.

North & South Towers "topped out."

As you know, the superstructure of the new building is going up rapidly. The contract was awarded and 65 percent of the superstructure completed in 4th Quarter. All of the steel for the New Bldg should be in place by the end of December.

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(slides of new building)

These are some recent aerial shots of the New Building.

Tony,

The slide of the new building will be shown instead of the slides for Bid Package 1 and Bid Package 2. However, you will give the information on the next two pages after saying that the slide being shown is of the New Headquarters Building taken from overhead.

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PARKING AND TRAFFIC

Parking Deck 2nd-level - opened.

Rts 123 and 193 road-improvement scheme - approved.

GWMP acceleration lane - begun.

STAT

The opening of the 2nd level of the Parking Deck in 4th Quarter added another parking spaces at Headquarters. This brings the total number of additional spaces to around in FY 85.

STAT

The contractor began his study of parking and traffic management in early 4th Quarter. There'll be a separate presentation this morning on traffic-management plans for the Headquarters Compound in FY 87.

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Administrative - Internal Use Only

WB 130

CDCC

Completed feasibility study

Selected site

Awarded design and specifications contract

~~*****~~

Construction of the Day Care Center will start late next spring -- with completion to coincide with opening of the New Bldg.

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NBP 4

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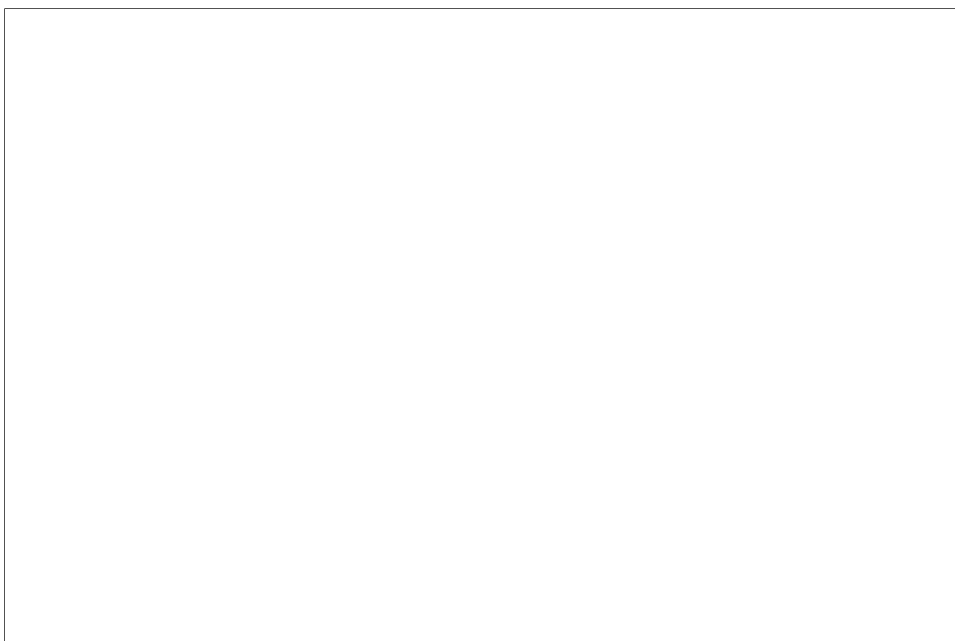
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PROCUREMENT DIVISION

ACTIONS

DOLLARS



The next few slides deal with 4th-Quarter procurement activity in Procurement Division only. You'll have a separate presentation on Agency-wide procurement activities later by [redacted] and Jim will be prepared to answer any questions you might have.

This slide compares PD's procurement actions and dollars in 4th Quarter 83, 84, and 85.

The small decrease in 85 is because we made concerted efforts, this year, to have components identify requirements and submit paperwork early to help curb the year-end rush.

TOTAL ACTIONS

--

FY 83

FY 84

FY 85

TOTAL DOLLARS OBLIGATED

--

FY 83

FY 84

FY 85

The number of actions in Procurement Division rose steadily in FY 85 -- 30 percent more than in 83.

Dollars obligated in 85 also went up -- by almost 39 percent from FY 83.

PRINTING & PHOTOGRAPHY DIVISION

(log)

STAT



Plant-loading module of MIS operational.

P&PD

STAT



The plant-loading module of our Management Information System became operational in 4th Quarter. It will help P&PD keep track of its resources for a given process in a given day -- and more accurately schedule jobs to meet customer needs.

STAT



PRINTING

	Monthly average <u>3rd Qtr FY 85</u>	Monthly average <u>4th Qtr FY 85</u>	Percent <u>Change</u>
Laser plates	4,857	6,631	+ 37%
Books bound	528,589	601,362	+ 14%

This shows monthly averages for printing in 4th Quarter.
P&PD's requirements in these 2 categories increased by 37
percent and 14 percent respectively over 3rd Quarter.

PHOTOGRAPHY

	Monthly average <u>3rd Qtr FY 85</u>	Monthly average <u>4th Qtr FY 85</u>	Percent <u>Change</u>
Jobs received	1,283	2,353	+ 83%
Micro-form images	1,753,038	2,434,462	+ 39%
Photo prints	52,193	54,938	+ 5%

The largest increase overall was in the number of photographic jobs received: a huge 83-percent increase over 3rd Quarter.

Initial design review for FBIS modernization project.

Electronic publishing group established (w/--

FBIS

CPAS

O/Compt

OIT

A few other actions....

P&PD was asked to take part in the Initial Design Review for the FBIS modernization project - and P&PD demonstrated their ATEX and XYVISION systems to the contractor, Lockheed Electronics.

P&PD also established an Electronic Publishing Group to discuss matters of common concern in the field of electronic publishing.

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(log)
HEADQUARTERS OPERATIONS, MAINTENANCE & ENGINEERING

Initiated 91 projects - value \$3.4 million

Completed 1985 HQ space-allocation plan

Began bi-monthly Logs Officer meetings

Worked over 19,000 hours of overtime

Supported DS&T anniversary reception

These are some of HOME's general activities in 4th Quarter.

The 91 projects ranged from minor office renovations (partitions and door relocations) to several major office renovations (new ceilings, light fixtures, air conditioning, and other support systems).

The space-allocation plan for the configuration-management system was completed.

The bi-monthly meetings give HOME an opportunity to discuss items of mutual concern with logs officers in the HQ Bldg.

HOME personnel worked over 19,000 hours of overtime during 4th Quarter supporting HQ Bldg operations.

HOME

Handled almost 2.1 million pieces of mail

Processed 1,570,000 pounds of classified trash

Relocated 3 SOMAT extractor units

Acquired/positioned 6 Sealand containers

HOME's Building Services people handled over 2 million pieces of mail and processed over one-and-a-half-million pounds of classified trash through SOMAT, incinerator, and Hammermill operations. -- That amounts to 785 tons!

The SOMAT extractor units had to be temporarily disassembled and relocated from GK corridor to North Loading Dock to accommodate construction of the Loading Dock area.

We needed the Sealand containers to relieve the cramped storage conditions inside HQ Building

STAT

Installed Cafeteria carpet, furniture,
sound-absorbing material, and millwork.

Removed asbestos from ceiling
of 4 walk-in food lockers
and 1 walk-in freezer
in the Cafeteria kitchen.

Progress continued on cafeteria renovations. They should
be finished this quarter.

3
7
(8 slides of the cafeteria)

We took these pictures of the cafeteria just ^{a few} ~~last~~ week's ago.

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4,138 trouble calls

4,118 work orders (99.8 percent completed)

548,000 cubic ft of unclassified trash

Allied personnel responded to over 4,000 trouble calls -- and completed almost 100 percent of the 4100-plus work orders it received during 4th Quarter.

They also collected and disposed of over a half-million cubic feet of unclassified trash from the Headquarters complex.

PERSONNEL & TRAINING

4th Qtr



FY 85

Files/resumes reviewed

Applicants in pre-process

Applicants in process

We're pressing forward with recruitments -- and brought together ~~a lot~~ ^{MANY} of our efforts in 4th Quarter.

We had specific campaigns in 
 and they accounted for about half of the files and resumes reviewed. The rest came from OP files and local ads.

DATA ADMINISTRATION (log)

- . LOTS - Designed; implemented 1 Oct.
- . LOCS - Test-bed software deployed to EUCA.
- . CLAS - Software packages evaluated; recommendations made.

The Logistics Overtime Tracking System -- LOTS -- began operation on 1 Oct.

On LOCS -- the Logistics Overseas Computer System -- we've deployed the Wang PC and Inventory Control software to EUCA for evaluation.

As you know, 4th Quarter was devoted to a re-evaluation of CLAS, and we'll soon be coming forward with our recommendations in coordination with OF and OIT.

DAS

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Henry Mahoney, D/L

THIS IS THE END OF THIS PRESENTATION
OUR NEXT SPEAKER WILL BE

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- External Bldg parking - Responsibility transferred from HOME to RECD.

Tony,

- Chamber of C

I removed the slide for External Buildings parking, etc.
I presume that you do not want to use the text on this page.
Just skip over it if you do not want to mention the information.

- Arlington Ha
maintenance/work request

- ☐ Bldg DAC design - Contract awarded
Design begun early-Oct
Completion due Dec 85

Some of our external buildings operations....

You know about the first two parking items.

We needed the Allied coordinator ☐ because of the extensive problems they were having with heating and air conditioning. He coordinates these types of maintenance and work requests with the Base Facility Engineer.

Design for the ☐ Building DAC should be finished by the end of the year.

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NPIC/SG/LD - 038/86
11 September 1986.

*Miss
Feedback!!!!*

MEMORANDUM FOR: Assistant Executive Officer, OL
FROM :
Chief, Logistics Division, SG/NPIC
SUBJECT : Office of Logistics Quarterly - 21 August 1986

Pam,

Regarding the subject quarterly, OL careerist assigned to NPIC attended the presentation at the Headquarters auditorium. Based on the feedback I received they all found the subjects covered very interesting. The majority found the presentation on to be eye openers as they were unaware of OL's role in these areas. Everyone also enjoyed presentation, especially the pictures of OL careerist doing what they do.

meb
~~FILE~~ & MARIE

IT'S NICE TO KNOW SOMEONE THINKS ENOUGH
ABOUT OUR EFFORTS TO ACKNOWLEDGE IT
IN WRITING - CONGRATULATIONS ON YOUR
FINE WORK.

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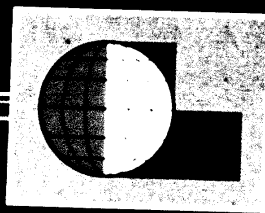
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J/L's report

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OFFICE OF LOGISTICS

FY 1985

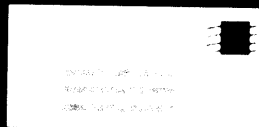
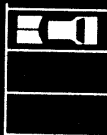
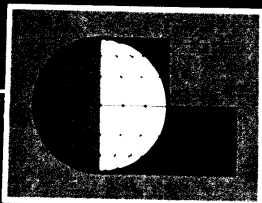
Significant Accomplishments

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Headquarters Operations, Maintenance and Engineering Division

- **Transfer of maintenance and operations responsibilities from the General Services Administration**
- **"Quality of Life" upgrade**
 - **Cafeteria renovation and upgrade**
 - **Repair of the pedestrian tunnel**
 - **Painting of the ground floor public areas**
 - **Renovation and upgrade of the Headquarters gymnasium**
 - **Painting of all restrooms**

Headquarters Operations, Maintenance and Engineering Division

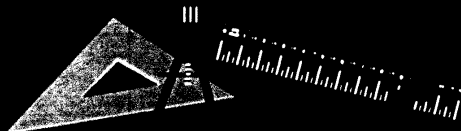
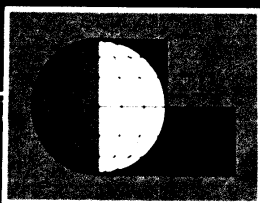
- **Enhance Headquarters maintenance responsiveness**
 - **Established a comprehensive preventive maintenance program**
 - **Activated an emergency communications network for use by Allied eastern states maintenance**
 - **Activated** [REDACTED]
 - **Developed a work order tracking system**

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Headquarters Operations, Maintenance and Engineering Division

- **Allied service**
 - **Of 14,164 work orders initiated, 97% completion rate**
 - **Of 8,923 service calls received, 95% responded to within 48 hours**
- **Completed 255 special taskings for office renovation (\$5.4 million)**
- **Developed the 1985 Headquarters space allocation plan**

- 



Real Estate and Construction Division

- **Completed phase I of [REDACTED] renovation project**
- **External Buildings Operations Branch assumed responsibility for O/M of external buildings**
- **Established regional engineering position [REDACTED]**
- **Developed and completed the design phase for a [REDACTED]**

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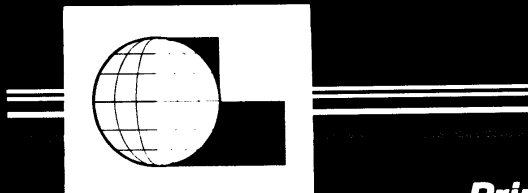
Procurement Division

- **Procurement activity increased**
 - **Actions - from 24,455 in FY-84 to 27,614 in FY-85**



- **Contract Administration and Settlement Branch established**
- **Raised dollar value threshold for procurements made by Small Purchases Branch**
- **Senior OL careerist identified for rotational assignment to OTE**

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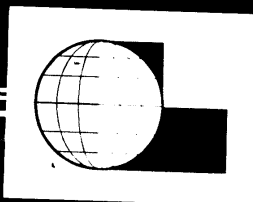


Printing & Photography Division

• **SIGNIFICANT PUBLICATIONS**

- PUBLICATION OF THE MIDDAY INTELLIGENCE REPORT (MIR)
- PUBLICATION OF "SOVIET ACQUISITION OF MILITARILY SIGNIFICANT WESTERN TECHNOLOGY: AN UPDATE"
- PUBLICATION OF USSR ENERGY ATLAS
- IMPLEMENTED SECURE PRINTING
- ESTABLISHED COOPERATIVE WORK STUDY PROGRAM WITH CENTRAL MISSOURI

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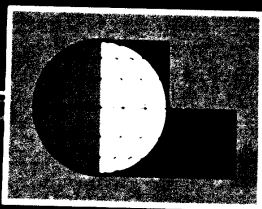


SECRET

New Building Project Office

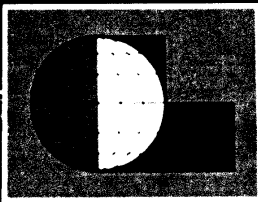
- **NORTH AND SOUTH TOWERS "TOPPED OFF"**
- **CONTRACT AWARDED TO CENTEX CONSTRUCTION COMPANY**
- **FIRST AND SECOND PARKING DECKS OF PARKING GARAGE**
- **A&E FIRM FOR DAY CARE CENTER**
- **VDHT INSTRUCTED TO PROCEED WITH DESIGN OF ROUTE 123 CONSTRUCTION AND FINALIZED DRAWINGS FOR ACCELERATION LANE**

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240-016-06-013



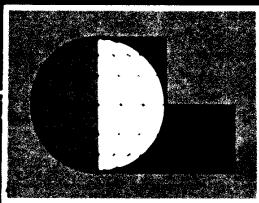
Personnel and Training Staff

- **RECRUITMENT EFFORT**
- **EMPHASIS ON CAREER TRAINING PROGRAM**
- **COMPLETE REVIEW OF ALL EXISTING OL TRAINING COURSES AND PROGRAMS**
- **AWARDS ACTIVITY**
 - **EMPLOYEE OF THE QUARTER AWARD PROGRAM INSTITUTED**
 - **94 OL CAREERISTS RECEIVED OFFICIAL RECOGNITION FOR EXCELLENCE IN PERFORMANCE**



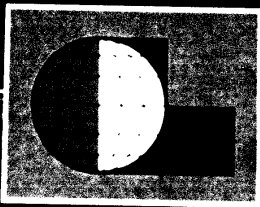
PROCUREMENT MANAGEMENT STAFF

- ACQUISITION HANDBOOK REVISED
- FAR IMPLEMENTATION/COMPETITION IN CONTRACTING ACT
- EIGHT SESSIONS OF BROWN-BAG WORKSHOPS
- COOPERS AND LYBRAND
- NEW CONTRACTING TEAM



INFORMATION AND MANAGEMENT SUPPORT STAFF

- **TERMINATED LIMS DEVELOPMENT AND QUALITY CONTROL CONTRACTS**
- **PUBLISHED A FIELD GUIDE FOR LOGISTICS PERSONNEL**
- **ESTABLISHED OL VISITATION PROGRAM**



SECURITY STAFF

- **INCREASED NUMBER OF CONTRACTOR FACILITIES CLEARED TO STORE CLASSIFIED MATERIAL**
- **REWROTE STANDARD SECURITY PROCEDURES FOR CONTRACTORS**

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